

A students' guide to

# ACADEMIC MISCONDUCT PROCEDURES

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# What is academic misconduct?

**Academic misconduct** refers to an action or attempted action that dishonestly represents your own or others' work. Academic misconduct is not always intentional. It includes plagiarism, cheating, improper research/academic practices, interference in another's scholarly activities, impersonation, fabricating or modifying an academic document, or knowingly aiding academic misconduct.

## What to do if you've been accused of academic misconduct

Being suspected of academic misconduct is serious and stressful. These practices can help ensure that you are fully informed and fairly represented throughout the process.

### **1** Check your University Webmail account regularly

If an instructor thinks an act of cheating or plagiarism is an honest mistake, they may approach the situation as a **teachable moment**. In this scenario, the instructor will likely contact you through your University Webmail to set up a meeting. Even if you simply miss an e-mail, the instructor may initiate the formal academic misconduct process if you have not met with them within five working days.

During **academic misconduct procedures**, the University will continue to contact you through your University Webmail. Timelines for these procedures are very strict, so pay close attention to your Webmail. Also make sure your home address is up to date on Web Advisor, since the University may send you registered mail if they cannot reach you.

*To set up e-mail forwarding from your university webmail to your primary e-mail address:*

- *Log into Webmail*
- *Click the "Settings Menu"—the cog in the top right corner*
- *Select "Mail" near the bottom of the Settings menu*
- *Select "Forwarding" under "Accounts"*
- *Select "Start forwarding"*
- *Enter your preferred e-mail address*
- *Save*

## **2** Collect any relevant documents

Do you have notes for an assignment that demonstrate your own thinking? Or a first draft of your essay? Bring any documents or screenshots that you think would be helpful to meetings with your instructor or the academic misconduct committee.

## **3** Be honest

Misrepresenting the truth could result in more serious consequences. If you feel you made a mistake or wish you had done something differently, it's okay to say so. The committee wants to know that you understand where you made a mistake and you know how to ensure it will not happen again. All your written communication with the instructor will be sent to the committee, so transparency is important in every interaction throughout the process.

## **4** Be involved in the process

You have the right to be present at every level of the academic misconduct process. You will receive e-mails before each meeting with the committee asking if you would like to attend or send in a written statement. You must confirm your preference within the given time frame. You can also choose to have another person join you during the meetings, such as a friend, family member, or the Vice-President Student Affairs. Following each meeting, you will receive a copy of committee decisions and recommendations. These documents will help you consider your error and/or prepare your defense.

***Contact UWSA's Vice-President Student Affairs if you've been accused of academic misconduct. Your VPSA can learn more about your specific situation, guide you through the process, and ensure proceedings follow University policies.***

***E-mail [vpsa@theuwsa.ca](mailto:vpsa@theuwsa.ca), call 204-786-9780, or drop by the UWSA offices in the Bulman Student Centre (below Riddell Hall cafeteria).***

## Advice for Avoiding Plagiarism

- Give yourself lots of time to work on your assignment so you can ask questions and properly reference your sources.
- Ask your instructor for clarifications about the assignment and their expectations. Try to get these clarifications in writing (by e-mail or in the course outline).
- Keep your drafts and notes so you can show your work to your instructor if they want to see how you developed your ideas.
- Collaboration is a great way to learn but be careful when sharing your work with other students. Ask your instructor how closely you can work with others on individual assignments.
- Don't resubmit work that you've completed for another class. This is called self-plagiarism.

## Citing Your Sources: Tips from the Librarians

To avoid plagiarism, you will need to provide citations and references for all the sources you've used. Whether they are books, articles, websites, or in some other form, each source needs to be cited. The most important thing is to make clear which writing and ideas are not your own and where you found those ideas.

Here are some tips for citing sources:

- Use a style guide your instructor recommends, such as MLA, APA, or Chicago. The library has copies of all major style guides.
- Make a note of the sources you use in a notebook or on your computer while you're working on the assignment.
- As you research your sources, note any interesting or relevant points beneath the reference you've created for that source. Include the page numbers where the information is found.
- Whenever you use ideas from your sources to support your arguments in the assignment, indicate the source by providing an "in-text citation." This is when you reference your source directly in the text. Use quotation marks to clearly indicate the exact words of other authors.
- Include a reference page or bibliography for all the sources you use in your paper. If you created references earlier, you can copy and paste them into your final paper in alphabetical order.
- When in doubt, always ask your instructor. They are there to help!

## Writing Resources

- If you are having trouble narrowing down your research or finding good quality sources, you can book a research consultation with a UWinnipeg librarian. Book an appointment on the library's website
- The UWinnipeg's Tutoring Centre offers free one-on-one peer tutoring to help improve your writing. To book an appointment, visit the Centre in 3G10/11, or call 204-786-9129 from 9 a.m. to 5 p.m., Monday to Friday
- Refworks is an online research management tool
- Purdue Online Writing Lab offers free writing resources, instructional materials, and online style guides for MLA, APA, and Chicago

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